

	New Jersey Workforce Innovation Notice		WD-PY22-5.1
	Issued By:	Workforce Development Division of Career Services	
	Approved By:	Dr. Yolanda Allen, Assistant Commissioner Workforce Development	
	Issued Date:	March 24, 2023; updated October 30, 2023	

SUBJECT: Competitive Procurement of Title I One Stop Operator, Career Services and Youth Services

EFFECTIVE DATE: This NJWIN is effective **immediately**.

POLICY RESCISSIONS: This policy rescinds and replaces NJWIN 20-16 and NJWIN 21-16, effective **immediately**.

FOR MORE INFORMATION: Questions about this policy may be directed to WIOAPOLICY@dol.nj.gov.

PURPOSE

This policy provides a comprehensive overview of Title I service procurement expectations. It further clarifies the requirement, previously outlined in New Jersey’s Local Governance policy WD-PY21-6, that all Local Workforce Development Boards (LWDBs) competitively procure (1) One Stop Operators, (2) One Stop Career Service Providers, and (3) One Stop Youth Service Providers. This policy details procurement requirements, defines the general roles and services that fall within each provider category, and outlines when LWDBs must document their relationship to service provision activities through the New Jersey Department of Labor (NJDOLE) waiver process.

With the release of this policy, policies NJWIN 20-16 and NJWIN 21-16 are rescinded. All relevant information from these rescinded policies are included in the final version of this new policy.

OVERVIEW

The Workforce Innovation and Opportunity Act (WIOA) regulations at [20 CFR 679.370\(l\)](#) outline the required functions of Local Workforce Development Boards (LWDBs), including the selection and award of contracts for the provision of Youth Services, Career Services, and One Stop Operators. Providers must be selected through a formal procurement process that promotes “full and open competition” as highlighted in the Uniform Administrative Requirements at [2 CFR 200.320](#). Furthermore, as part of a “full and open” process, LWDBs must ensure that procurements utilizing federal funds are designed in ways that promote racial equity and support for underserved communities, promoting equitable access for vendors and customers, as highlighted in [Executive Order 13985](#).

Competitive procurement serves a critical accountability mechanism for LWDBs, offering opportunities to develop Requests for Proposals (RFPs) that align with local strategies and priorities, select the most qualified providers, and develop and oversee contracts that support high quality service integration and delivery. To ensure the integrity of the competitive procurement process, LWDBs must put clear safeguards in place to ensure that no conflicts of interest exist and that no provider is offered unfair advantage in obtaining and/or maintaining Title I service contracts.



The One Stop Operator, One Career Service, and One Stop Youth Service roles are critical components of the One Stop Career Center system. Table 1 on the next page provides a summary of the core role that each of these entities play in the operations of the New Jersey’s One Stop Career Centers, which are part of the national American Job Center network.

Table 1: Title I Operator and Service Provider Roles

One Stop Operator	One Stop Career Services Provider	Youth Services Provider
Serves as the One Stop system-builder, supporting coordination of services across required and other partners	Supports provision of the full range of career services highlighted under WIOA in the local One Stop system, including provision of work-based learning, supportive services, and career coaching	Provides services to specifically support youth, including specific services aligned with one or more of the 14 youth program elements specified in WIOA

These roles support distinct functions within New Jersey’s One Stop Career Center system. LWDBs must design competitive procurement processes in a manner that allows for the selection of unique providers for these distinct roles, allowing for the selection of providers that best match the expertise and skill set for each role. NJDOL does not require LWDBs to run three distinct competitive procurements – more than one provider may be selected through a single competitive procurement process and RFP. However, if running a single procurement for more than one role, the process and RFP must be designed to ensure that roles are differentiated and clearly outlined separately and that the opportunity for selecting multiple providers is possible through evaluation and scoring protocols and tools.

In addition to Title I services, Local Workforce Development Boards may also choose to competitively procure services for WorkFirst New Jersey, Supplemental Nutrition Assistance Program (SNAP), and General Assistance (GA) Employment and Training (E&T) Services. LWDBs may procure for WIOA Career Services and WFNJ/SNAP/GA E&T services together in a single competitive procurement process. While this is not a requirement, this may offer an opportunity for strengthening connection and integration of Career Services locally. It is important to note that WFNJ/SNAP/GA E&T services can be provided directly by the Local Workforce Development Board and are not required to be awarded to an external provider through a competitive procurement process.

Based on Training and Employment Guidance Letter (TEGL) 15-16, and provisions in NJ state law, LWDBs must utilize competitive procurement and contracting process to evaluate performance annually and ensure re-competition of providers every four years.¹ Initial contracts may cover up to a two-year period, with two additional one-year renewals allowed. The LWDB retains the responsibility for being compliant with any current federal, state, and/or local requirements.

This policy offers more specific details regarding WIOA and NJ state procurement requirements, as well as additional information that is specific to One Stop Operator, One Stop Career Services, and One Stop Youth Services providers.

¹Re-competition may occur after one, two, or three years if LWDB strategies and investment priorities shift, and/or if existing providers are not meeting contractual obligations, including service and performance expectations.



Competitive Procurement Standards

New Jersey's standards for competitive procurement of WIOA services are guided by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and NJ Public Contracting law. Sections [2 CFR 200.317-200.327](#) offer specific federal guidance regarding procurement. Included in these sections is the requirement that the services procured under a Federal award must be conducted in a manner providing full and open competition and must eliminate unfair competitive advantage.

NJDOL will only accept noncompetitive procurement methods in one of the following circumstances, as highlighted in [2 CFR 200.320](#):

1. Competition is determined inadequate after solicitation of a number of sources
2. A public exigency or emergency will not permit a delay resulting from publicizing a competitive solicitation

In order to award a contract through a noncompetitive process, also known as sole source procurement, an LWDB must demonstrate this necessity by documenting an unsuccessful competitive process that promoted full and open competition.

As highlighted in TEGL 15-16², under WIOA and consistent with the Uniform Guidance, general procurement requirements include the following:

- **Written policies and procedures:** Written policies must include selection timeframes, procurement timelines, and specific procedures for addressing contractual and administrative issues arising out of procurements, such as protest, appeals, and disputes.
- **Full and open competition:** Competitive procurement must be carried out in ways that do not unduly restrict competition.
- **Written standards of conduct:** Written standards must be in place covering all persons and entities involved in selection processes. Processes must be free of apparent or real conflicts of interest. As highlighted in [WD-PY21-6](#), firewalls between those procuring services and those seeking to delivery services must be in place, particularly where an entity acts in more than one role in the One Stop service delivery system.
- **Transparency and responsibility:** The entire procurement process must be performed under a process that promotes transparency and responsibility from the planning phase to the closeout phase. LWDBs are required to make procurement materials available to the public, including written conflict of interest policies; Requests for Proposals; a list of all entities that submitted bids; an abstract of bids or proposals; and information about the selected provider, including total award and duration of contract. Additionally, LWDBs must include past performance as an evaluation factor when reprocurring contracts.
- **Record keeping:** LWDBs must maintain records sufficient to detail the history of procurement, including retaining proposals, proposal evaluations, rationale of a selection or rejection of proposals, appeals and disputes, and a cost analysis offering a basis for the contract price.

TEGL 15-16 further highlights specific steps for ensuring that a competitive procurement process is conducted in an open and transparent manner and includes five unique phases of engagement (1) planning, (2) release and evaluation, (3) negotiation and selection, (4) implementation, and (5)

² The procurement standards in TEGL 15-16 targeted towards One Stop Operator are also applicable to One Stop Career Service and One Stop Youth Service procurement, given their basis in the Uniform Guidance.



closeout. Competitive procurement sets the stage for additional contracting and monitoring activities that support and ensure high quality service delivery.

Contracts resulting from competitive procurements should include clear statements of work (i.e., scopes of service), signatures of authorized officials, and United States Department of Labor Terms and Conditions and New Jersey's Standard Assurances and General Provisions, as well as any additional local terms and conditions.

Federal Funding Disclosure

USDOL's Standard Federal Award Terms & Conditions specifically highlight that pursuant to P.L. 116-260, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

NJDOL offers the following language for disclosing WIOA funding support in RFPs:

The services highlighted in this [public-facing document] are supported by the New Jersey Department of Labor (NJDOL) with funds from the United States Department of Labor (USDOL) through the Workforce Innovation and Opportunity Act (WIOA), totaling [\$X]. [X%] of these services are financed through federal funding sources.

Conflicts of Interest

As highlighted above, the avoidance of conflicts of interest is paramount in any competitive procurement process. A conflict of interest can arise when actions are taken or may appear to be taken by an entity involved in more than one role. The entity may take actions in one role that affect its interest in another role, making it difficult for the entity to perform the procurement process objectively and impartially. For this reason, it is critical that proper firewalls are in place to ensure the transparency and integrity of the procurement process and demonstrate to external stakeholders that the selection process was impartial.

Additionally, an LWDB may retain an outside organization and/or leverage local purchasing offices or other public entities to ensure full and open competition and minimize any perceived or actual conflicts of interest. The LWDB must ensure that all partners participating in the procurement process do not have relationships with any of the operational entities under review that would constitute a conflict of interest. As per [20 CFR 683.200\(c\)\(5\)\(ii\)](#) membership on the State WDB, an LWDB, or an LWDB committee, and/or receipt of WIOA funds is in and of itself a conflict of interest. However, any potential conflict of interest must be documented and disclosed in writing, as highlighted in [2 CFR 200.112](#).

Specifically, Local Workforce Development Areas (LWDAs) must ensure that no supervisory relationships or overlap exists across LWDBs, including their staff, and contracted operational entities. LWDBs must be able to perform the functions outlined in [20 CFR 679.370](#) without a conflict of interest. In cases, where governance and operational activities intersect or have the potential to intersect, LWDBs must



submit a waiver to NJDOL, as highlighted in the next section, documenting that the functions of the LWDB are not compromised in any way.

Waiver Process

LWDBs may, in some cases, exist within the same entity that is carrying out One Stop Operator, Career Services, and/or One Stop Youth Services activities. If an entity, or the LWDB itself, performs functions related to governance and operations, the LWDB must submit documentation, through NJDOL's waiver process, demonstrating the separation between governance and operations activities, as well as competitive processes that have taken place to award an associated operational contract. LWDBs must demonstrate that no conflict of interest existed in the procurement of services or exists in the ongoing oversight of contracted services.

In some cases, an LWDB may also choose to operate specific Youth Services. In the Youth Procurement section below, we highlight the potential for LWDBs to contribute to the provision of work experiences specifically. If an LWDB plans to provide specific youth services, a waiver must be submitted, offering evidence that the LWDB's role as a provider of youth services is clearly articulated in the LWDB's agreement with the CEO. This agreement must include specific details regarding how the LWDB will ensure that mechanisms are in place to track effective implementation and accountability of any LWDB-driven youth program services, for example through the identification of an external monitoring partner.

Overall, when distinct system roles (e.g., LWDB, fiscal agent, One Stop Operator, service provider), as outlined in New Jersey's local governance policy ([WD-PY21-6](#)) overlap, expectations regarding roles and responsibilities must be outlined in local governance agreements, including specific plans and mechanisms for ensuring that no conflict of interest exists in the ability or capacity of governance entities to oversee and monitor the activities of contracted operational providers. This documentation must be submitted as part of NJDOL's waiver process, demonstrating that appropriate separations and mechanisms are in place for ensuring the proper oversight and monitoring in the One Stop system.

Appendix A provides an overview of NJDOL's waiver process, including the form that LWDBs must submit with documentation.

One Stop Operator Procurement

This section provides information specific to the procurement of the One Stop Operator. As highlighted above, the LWDB must competitively procure the One Stop Operator and execute a contract that offers a clear scope of service aligned with the RFP and submitted proposal that includes clear service and performance metrics.

TEGL 15-16 outlines who may serve as a One Stop Operator. The One Stop Operator can be:

- (1) A public, private or nonprofit entity, or
- (2) A consortium of entities that includes three or more required One Stop partners of demonstrated effectiveness, located in the local area.

Examples of such entities include:

- Local or county governments, school districts, and/or state agencies;
- Educational institutions, such as: institutions of higher education and area career and technical education schools;
- Community-based organizations, nonprofit entities, or workforce intermediaries;



- Other interested organizations capable of carrying out One Stop Operator activities, e.g., local chamber of commerce, other business organization, or labor organization;
- Private for-profit entities (must adhere to requirements of [2 CFR 200.324](#) regarding earning and negotiating a fair and reasonable profit)

The role of the One Stop Operator is to coordinate the service delivery of participating One Stop partners and service providers. The [Memorandum of Understanding \(MOU\) and Infrastructure Funding Agreement \(IFA\)](#) negotiated by the LWDB with One Stop partners serves as the blueprint for the One Stop Operator's work in supporting the integration of services within the local One Stop Career Centers, including comprehensive and affiliate sites. Specific roles of the One Stop Operator must be articulated as part of the competitive procurement process and include:

- Development of service flow and engagement that incorporate staff and resources across partner programs, in alignment with the local MOU/IFA and local policies;
- Collection, analysis, and use of data to track service flow, including co-enrollment across partner programs;
- Development and maintenance of referral systems and mechanisms to support connection of an individual to services across partner programs; and
- Integration and incorporation of multiple service elements offered in One Stop Career Centers, including: comprehensive assessment practices, individual service plan development, career coaching, basic and occupational skills training, work-based learning, supportive services, job search and placement assistance, and follow-up services.

In addition, to providing system-building and service integration supports, the entity supporting One Stop Operator functions may also provide specific One Stop Career Services, if competitively selected for both roles through separate evaluations.

Finally, WIOA allows for an LWDB to serve as a One Stop Operator if:

- (1) Selected through a competitive procurement process;
- (2) Appropriate firewalls and conflict of interest policies and procedures are in place; and
- (3) The Chief Elected Official and Governor agree to the selection.

Based on this, NJDOL is allowing for the LWDB and/or an organization supporting an LWDB to be selected as the One Stop Operator, if the LWDB documents that (1) selection occurred through a competitive process, and (2) appropriate firewalls and conflict of interest policies and procedures are in place. The documentation must be submitted through NJDOL's waiver process highlighted in Appendix A.

One Stop Career Services Procurement

This section provides information specific to the procurement of the One Stop Career Services provider. As highlighted above, the LWDB must competitively procure a One Stop Career Services provider and execute a contract that offers a clear scope of service aligned with the RFP and submitted proposal that includes clear service and performance metrics.



One Stop Career Services providers may be public, private, or nonprofit entities. As with One Stop Operators, examples of such entities include:

- Local or county governments, school districts, and/or state agencies
- Educational institutions, such as: institutions of higher education and area career and technical education schools;
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations capable of carrying out One Stop Operator activities, e.g., local chamber of commerce, other business organization, or labor organization; and
- Private for-profit entities (must adhere to requirements of [2 CFR 200.324](#) regarding earning and negotiating a fair and reasonable profit)

LWDBs are responsible for ensuring the quality implementation of Career Services which are defined in WIOA as including three unique categories of services – Basic Career, Individualized Career, and Follow-up Services. Table 2 provides an overview of the full array of Career Services that must be offered as part of One Stop Career Center Operations.

Table 2: WIOA Career Services

Basic Career Services	Individualized Career Services	Follow-Up Services
<ul style="list-style-type: none"> • Eligibility determinations • Outreach, intake, and orientation re: One Stop services available • Initial assessment of skill levels • Labor exchange services (job search and placement, and recruitment on behalf of employers) • Referrals to and coordination of activities with other programs • Provision of Labor Market Information • Provision of training provider performance and cost information • Provision of One Stop performance information • Provision of information in usable and understandable formats and languages about the One Stop's performance and about supportive services • Provision of meaningful assistance to individuals seeking Unemployment Insurance • Assistance in obtaining financial aid for non-WIOA training and ed programs 	<ul style="list-style-type: none"> • Comprehensive and specialized assessments of the skill levels and service needs • Development of individual employment plans • Group counseling • Individual counseling • Career planning • Short-term pre-vocational (work readiness) services • Internships and work experiences that are linked to careers • Workforce preparation activities • Financial literacy services • Out-of-area job search assistance and relocation assistance • English language acquisition and integrated education and training programs 	<p>Provided up to 12 months after the first day of employment.</p> <ul style="list-style-type: none"> • Counseling regarding the workplace • Additional career planning/counseling • Assisting individuals and employers in resolving work-related problems • Connecting individuals to peer support groups • Providing individuals with referrals to other community resources • Providing individualized information about additional educational or employment opportunities



In addition, Career Services providers play a key role in helping to support connection of eligible One Stop participants to (1) Training Services, for example through Individual Training Accounts, (2) Business Services, including various work-based learning opportunities, and (3) Supportive Services. The full array of One Stop services from WIOA is highlighted in Appendix B.

LWDBs can design Title I One Stop Career Services RFPs and contracts to target Title I service provision in ways that make sense for their local system based on the services that partners are providing and where deeper career service support is needed – particularly around individualized career and follow up services. All Career Services must be delivered and established as part of local MOUs/IFAs and One Stop Career Services contracts.

As highlighted above in the One Stop Operator Procurement section of this policy, the entity providing One Stop Career Services may also serve as the One Stop Operator, if these services have all been selected through a competitive procurement process that highlights these unique roles.

Additionally, NJDOL is also allowing for the selection of the LWDB or the organization supporting the LWDB to serve as the One Stop Career Service provider, as long as selected and awarded through a competitive procurement process. Competitive procurement, as well as the documentation of firewalls and conflict of interest policies and procedures must be documented through the submission of a waiver to NJDOL (See Appendix A).

One Stop Youth Services Procurement

TEGL 21-16 grants the authority to states to clarify requirements around the competitive procurement of youth services to enhance the performance of youth programs. All 14 youth program elements highlighted in WIOA must be made available to all youth participating in Title I Youth Services. These program elements must be either (1) competitively procured, (2) provided through formal partnerships (documented in formal Memorandum of Understanding), and/or (3) provided by LWDBs (included in LWDB budgets and local governance agreements).

NJDOL encourages LWDBs to conduct community scans and explore how to best leverage community partners and how to target youth procurement to augment existing services in the community. Furthermore, the [State Employment and Training Commissions \(SETC's\) Youth Voice Framework](#) should inform processes and the development of youth program designs.

Additionally, with this policy, NJDOL is formalizing that LWDBs can directly provide Work Experiences and do not need to provide these services through an external partnership or procurement. Given the role of LWDBs in engaging employers and developing work-based learning opportunities, many LWDBs may be best poised in their communities to be the developers and providers of youth work experiences, and specifically serve as the employer of record.

In other words, NJDOL does not require the procurement of all 14 program elements. Competitive procurement of Youth Services should reflect local capacity, needs, and strategies, as well as include weaving procured and non-procured youth program elements into a cohesive system of services for youth locally.



Procured One Stop Youth Services providers may be public, private, or nonprofit entities. As with One Stop Operators and Career Service Providers, examples of such entities include:

- Local or county governments, school districts, and/or state agencies;
- Educational institutions, such as: institutions of higher education and area career and technical education schools;
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations capable of carrying out One Stop Operator activities, e.g., local chamber of commerce, other business organization, or labor organization; and
- Private for-profit entities (must adhere to requirements of [2 CFR 200.324](#) regarding earning and negotiating a fair and reasonable profit).

The 14 youth program elements include the services outlined below in Table 3.

Table 3: 14 Youth Program Elements

<ul style="list-style-type: none"> • Tutoring, study skills, and dropout prevention • Alternative education • Paid and unpaid work experiences • Occupational skills training • Leadership development • Supportive services • Adult mentoring • Follow-up services 	<ul style="list-style-type: none"> • Comprehensive guidance and counseling • Education offered concurrently with workforce preparation • Financial literacy • Provision of labor market information • Preparation for postsecondary education • Entrepreneurial skills training
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Additionally, Appendix C provides an overview of 10 criteria that the SETC has established for informing program design and evaluation of One Stop Youth Services. In particular, procured youth services must have connections and career pathways into and from other One Stop Career Services.

As highlighted above, entities that are performing more than one role in the system must submit a waiver, highlighting that appropriate separations and firewalls are in place and that required competitive procurement processes have taken place. Any LWDB and/or supporting organization of an LWDB that is providing Youth Services must follow waiver procedures outlined in Appendix A.

In addition, this policy allows Local Workforce Development Boards to support and provide youth work experiences directly. In the case that an LWDB does choose to provide these services, the LWDB must submit a waiver documenting how the LWDB will monitor and ensure the accountability and quality of this service provision.

Finally, an LWDB may also submit a request through this waiver process to directly provide additional youth program elements. As part of this waiver process, the LWDB must offer documentation of (1) the unique strengths the LWDB offers in providing the specific youth program elements., and (2) the monitoring mechanisms supporting LWDB accountability for delivering these services.



Transparency of Operator, Career Services, and Youth Services Contracts

LWDBs must submit current procurement and contract information about Operator, Career Services, and Youth Services procurement activities and contracts to NJDOL’s Program Oversight and Development Unit through the MOVEit file sharing platform and/or by providing links to where information is publicly available on the LWDB’s website. Table 4 provides an overview of the documents that must be publicly-available on LWDB websites, and those that may be submitted through MOVEit to NJDOL.

Table 4: Procurement Documentation

Publicly-Available Procurement Documents	Required Document Submissions to NJDOL
<ul style="list-style-type: none"> • Request for Proposals (RFP) • Public Notice of RFP • Evaluation Report and Award Recommendation • Public Notice of Award 	<ul style="list-style-type: none"> • All Received Proposals • Contract and Scope of Services • Renewal Materials

In alignment with [WD-PY22-1](#) which highlights the requirements for a state-maintained youth provider list, NJDOL will be providing information about all current providers and procurements on NJ’s Training Explorer website. LWDBs must ensure that the following information about all procurements and contracts are provided to NJDOL, as part of or in addition to the documentation highlighted above:

- Provider Name, Contact, and Email;
- Scope of services (including specific details regarding youth program elements for Youth Services, and availability of virtual services);
- Contract Period; and
- Renewal options and expected re-procurement dates.

If these documents are submitted through a waiver process, they do not need to be resubmitted.

References:

- [2 CFR 200.317-200.327, Procurement Standards](#)
- [20 CFR 679.370, Local Workforce Development Board Functions](#)
- [TEGL 15-16: Competitive Selection of One Stop Operators](#)
- [WD-PY21-6: Local Governance Policy](#)
- [WD-PY22-1: ETPL Requirement and Monitoring Procedures for Work-Based Learning Contracts](#)
- [WD-PY22-4.2: New Jersey Memorandum of Understanding \(MOU\) and Infrastructure Funding Agreement](#)
- [New Jersey Local Public Contracts Law and Regulation Reference Manual](#)



Appendix A: Title I Service Delivery Waiver Request Process and Form

	<h3>Local Workforce Development Board: Title I Service Delivery Waiver Request Form</h3>
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New Jersey's Local Governance policy [WD-PY21-6](#) requires that all Local Workforce Development Areas (LWDAs) competitively procure (1) One Stop Operators, (2) One Stop Career Services Providers, and One Stop Youth Services Providers. Local Workforce Development Boards (LWDBs) and/or the entities supporting the LWDB may be allowed to be the provider of these services, if selected fairly through a competitive procurement process and with the approval of both the local Chief Elected Official (CEO) and the Governor. Some Youth Services may be provided by the LWDB without competitive procurement, if identified as a unique service strength of the LWDB.

Local Workforce Development Boards (LWDBs) must submit this form to request approval from the State to directly provide services as part of the LWDA's One Stop Service Delivery system. This waiver must be used to document requests to serve as the One Stop Operator or a One Stop Career Services Provider. Submissions must include documentation of competitive procurement and plans for ensuring that appropriate separations and firewalls are in place.

This waiver must also be used to request the provision of specific Youth Services by the LWDB, including documenting (1) the selection process, whether through procurement or identified by the LWDB as a unique service strength of the LWDB, and (2) the oversight of such services.

Please note, if seeking provision of services in more than one service area, please submit a unique waiver form for each service area (i.e., if seeking to serve as the One Stop Operator and One Stop Career Services provider, please submit two individual waivers and corresponding documentation.).

Request for Waiver to Serve in Operational Role

Date	
LWDB	
Contact Person/Title	
Phone	
E-mail Address	
Mailing Address	



Waiver Request and Documentation Requirements

1. Please indicate what services your LWDB and/or the organization supporting your LWDB are seeking a waiver to provide (Please note, individual waivers must be submitted for each service area):

- One Stop Operator One Stop Career Services One Stop Youth Services

2. What specific services are you seeking a waiver to provide? If seeking a waiver to provide youth services, please reference the specific Youth Program Elements.

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3. Please indicate the specific One Stop Career Centers in which you are seeking to serve as an operational partner:

1	
2	
3	

4. If relevant, please attach a written narrative describing the competitive process that was undertaken to support the selection of the One Stop Operator, One Stop Career Services Provider, and/or One Stop Youth Services Provider. Please include information about how you ensured that no unfair advantage was afforded to the LWDB and/or its supporting organization, the role of any other partners or vendors in this process, as well as the specific strengths of the proposal that led to this selection. In addition, please attach the following documents to this waiver.

- RFP
- Evidence of RFP Distribution and Outreach
- Evidence of Pre-proposal Conference
- All Submitted Proposals
- Summary of Proposal Evaluations
- LWDB Approval of Award

5. If relevant, please attach a written narrative describing the unique service strengths of the LWDB in providing identified Youth Program Elements and how this determination was made.



6. Please attach a written narrative describing policies and procedures that describe the internal controls, firewalls, and conflict of interest mitigation that the LWDB and/or supporting organization will impose on itself when performing in an operator or service provision role. Please include details about how the LWDB will (1) ensure that appropriate oversight and monitoring practices are in place, as well as (2) secure against conflict of interests in any future competitive procurement processes. Please include any specific policies and/or procedure documents that codify these separations.

 7. Please attach a written narrative that highlights specific details regarding the anticipated scope of services, budget for these services, the expected level of service, whether this is a new or existing service delivery method, and in cases where this provider has previously provided these services, an overview of service levels and performance from the last three years.

 8. Please attach documentation that the local Chief Elected Official reviewed the information prepared for this waiver request and approved the waiver request.
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Submit the completed request and documentation to:

WIOA Program Oversight and Development
WIOAPOD@dol.nj.gov

Please note that NJDOL reserves the right to request additional documentation after initial reviews of each waiver submission.



Appendix B: Overview of WIOA (One Stop) Services

Basic Career Services (20 CFR 678.430(a))	Individualized Career Services (20 CFR 678.430(b))	Follow-up Services (20 CFR 678.430(c))
<ul style="list-style-type: none"> • Eligibility determinations • Outreach, intake, and orientation re: One Stop services available • Initial assessment of skill levels • Labor exchange services (job search and placement, and recruitment on behalf of employers) • Referrals to and coordination of activities with other programs • Provision of Labor Market Information • Provision of training provider performance and cost information • Provision of One Stop performance information • Provision of information in usable and understandable formats and languages about the One Stop's performance and about supportive services • Provision of meaningful assistance to individuals seeking Unemployment Insurance • Assistance in obtaining financial aid for non-WIOA training and ed programs 	<ul style="list-style-type: none"> • Comprehensive and specialized assessments of the skill levels and service needs • Development of individual employment plans • Group counseling • Individual counseling • Career planning • Short-term pre-vocational (work readiness) services • Internships and work experiences that are linked to careers • Workforce preparation activities • Financial literacy services • Out-of-area job search assistance and relocation assistance • English language acquisition and integrated education and training programs 	<p>Provided up to 12 months after the first day of employment.</p> <ul style="list-style-type: none"> • Counseling regarding the workplace • Additional career planning/counseling • Assisting individuals and employers in resolving work-related problems • Connecting individuals to peer support groups • Providing individuals with referrals to other community resources • Providing individualized information about additional educational or employment opportunities

Training Services (20 CFR 680.200)	Business Services (20 CFR 678.435)	Youth Services (20 CFR 681.460; 20 CFR 681.700)
<ul style="list-style-type: none"> • Occupational skills training through Individual Training Accounts (ITAs) • Adult education and literacy activities, including English Language Acquisition, in combination with occupational skills training • On-the-Job Training • Incumbent Worker Training • Programs that combine workplace training with related instruction • Skill upgrading and retraining • Entrepreneurial training • Registered Apprenticeship • Customized training • Other training services 	<ul style="list-style-type: none"> • Labor exchange activities and LMI for employers • Customized screening and referral of qualified participants • Customized services on employment-related issues • Customized recruitment events and job fairs • Human resource consultation services (e.g., writing/reviewing job descriptions, creating orientation sessions, analyzing employee turnover, supporting compliance with labor and employment laws) • Developing and implementing sector strategies • Development of registered apprenticeship programs and other work-based learning opportunities • Assistance in managing reductions • Assistance in accessing local, State, and federal tax credits 	<ul style="list-style-type: none"> • Tutoring, study skills, and dropout prevention • Alternative education • Paid and unpaid work experiences • Occupational skills training • Leadership development • Supportive services • Adult mentoring • Follow-up services • Comprehensive guidance and counseling • Education offered concurrently with workforce preparation • Financial literacy • Provision of labor market information • Preparation for postsecondary education • Entrepreneurial skills training



Appendix C: SETC Criteria for Youth Program Design

In addition to the WIOA-required program elements, the New Jersey State Employment and Training Commission has established 10 criteria for informing program design and evaluation of One Stop Youth Services. The program must:

1. Have a record of demonstrated effectiveness.
2. Be in full compliance with the Americans with Disabilities Act.
3. Have the capacity to identify issues that are hindering youth from succeeding and connect youth to support services.
4. Be able to detail how linkages between community, academic, occupational learning, and work experience will be used to enhance the youth development and employability. They should also demonstrate the involvement of the business/employer community.
5. Maintain a close working relationship with the local One-Stop Career Center.
6. Make arrangements for participants to test for and obtain the certification or license, when applicable.
7. Link summer employment opportunities to year-round academic and occupational learning opportunities.
8. Establish specific timeframes for evaluation of participant performance, attendance and progress, including level of academic performance, vocational abilities/skills, aptitudes, and interests.
9. Identify process and strategies to be used to ensure that participants receive planned services and reach planned goals and what corrective actions will be available for participants who are not meeting the requirement of each activity or goals. The provider must detail the internal systems that will be used to report and monitor programmatic and fiscal activities.
10. Permit federal, state, and local area staff and designated agents to conduct regular monitoring activities, including communication with customers and contractor staff at instructional sites.